

# City of Rockwall

## Board of Adjustment Procedures

### Advice for Petitioners Appearing Before The Board of Adjustment/ Sign Board of Review

The Board of Adjustment is composed of five (5) members who are residents and taxpayers of the City of Rockwall, each of who has been appointed by the City Council. (The Board of Adjustment will further be referred to as “the Board”) The Board will hear your case and render a decision based on the merits of the petition, while conforming to all legal aspects pertaining to actions by the Board.

- After receiving your application, you will be notified as to the time and place for your hearing. The Board will convene at the precise time; therefore, it is imperative that you arrive on time.
- The Board will be called to order and any necessary business will be taken care of before the hearing of the first case.
- When it is time for your case to be heard, the Chairman of the Board will read a brief summary of the request. A member of the City Staff will follow this with a presentation where all pertinent facts concerning the case will be reviewed.
- The Chairman will open a public hearing and the petitioner will be asked to stand before the Board and state your case. At this time, members of the Board may ask questions pertaining to your application.
- The Chairman will extend an invitation for others in the audience that wish to address the Board in favor of the request.
- The Chairman will then extend an invitation for others in the audience that wish to address the Board in opposition to the application.
- After all have been heard, the Chairman will close the public hearing and the Board Members will discuss the case and express opinions as to its merits. **Note: During this discussion period, members of the audience are to refrain from addressing the Board or making any public statement.** Should the need develop, the Chairman is free to open the public hearing again and request any party for clarification or additional information. After further discussion, the public hearing will again close.

When the Board has received all required facts concerning the case in question, the Chairman will entertain a motion. One Board Member will make a motion. It will receive a second and the Chairman will allow for further discussion. The vote will then be taken and the Chairman will announce the decision. A minimum of four (4) votes are required for the passage or the denial of a request.

At this time any additional cases will be heard. After all scheduled cases have been called; the Board may conduct any further business or adjourn.

**Application For Board Of Adjustment / Sign Board Of Review**

Date: \_\_\_\_\_

**Fee: \$200.00**

Property Address of Subject: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Day Phone #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Day Phone #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description of Property (Description may be attached):

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Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Requirement or Regulation for which a Variance is Requested:

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Reason For Variance Request: (Attach any necessary documents)

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Signature of Applicant

For City Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Case File #: \_\_\_\_\_